



Longlands Primary School



School Business Manager Application Pack



Valued

Aspirational

Proud



At Longlands Primary School we are committed to providing a broad and balanced curriculum where all children are inspired and motivated to learn.

Our children are valued for their individuality, encouraged to be aspirational and are proud of their effort and achievements.

Our Vision and Aims

- *To promote purposeful and relevant learning opportunities which enable children to embrace technological change and become global citizens.*
- *To foster an environment whereby happiness and wellbeing is at the centre of everything we do.*
- *To strengthen our relationships further and work collaboratively with parents, cares and the community in order to achieve the best possible outcomes for children.*
- *To develop confident, independent, resilient learners who have a growth mindset and are confident to take risks.*
- *To promote food growing and sustainability so children understand the important role they have in caring for our planet.*



Dear Applicant,

Many thanks for your interest in the hugely exciting role of School Business Manager at Longlands Primary School. Our current School Business Manager has been promoted to an exciting strategic role in a Multi Academy Trust and we are now looking for a talented individual to continue and build upon her work. We are seeking someone who would thrive on creating opportunities for our pupils to feel 'Valued, 'Aspirational' and 'Proud' and who would make a genuine difference on a daily basis.

Longlands Primary School is a forward thinking and successful one and half form entry school in Sidcup. I have been the Head Teacher at Longlands since January 2014 and have seen the school grow from strength to strength over that time. Our school has a happy, welcoming and positive atmosphere with a committed, hardworking staff team and good links with parents and the community. We pride ourselves in providing a caring, happy and friendly environment, which nurtures all children to their maximum potential in all areas of their growth and development.

We need a School Business Manager with the drive, vision and ability to ensure that the school does its very best for our children and the community it serves. Thank you again for your interest in this post.

I look forward to meeting you and showing you around our fantastic school.

Yours sincerely,

Janice Owen

Head Teacher





Thank you for your interest in becoming our School Business Manager. The information, job description and person specification enclosed have been provided to help you decide whether you wish to apply and, if so, to make an effective, good quality application.



About us

At Longlands, we believe that every child is different, yet equally important and valued. We aim to give the highest priority to academic excellence through a broad based balanced curriculum. As well as this, we have some long established traditions as a school including our uniform, which we encourage all of our children to wear with pride! We encourage staff and children to thrive by being kind to each other as well as our strong behaviour pillars of *Be Ready, Be Respectful and Be Safe*.

Governors regularly visit the school to meet with subject leaders, from time to time attend staff INSET days and often attend parents' evenings and other events. Our pupils are confident and focused on their learning. The way they conduct themselves around the school, their positive attitudes and enthusiasm are frequently remarked on by visitors



to Longlands. We believe it is important that children should feel part of the whole school community, not just their own class, meet teachers from other classes and feel that they have an important contribution to make to the whole school. This has been a challenge over the past two years due to the pandemic but we are once again able to prioritise this vital element of our work.



We value diversity in our workforce and strive for fair treatment for all. Staff wellbeing is of paramount importance, as without this, the school cannot thrive. Equally, the school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.



About the London Borough of Bexley

Bexley is an Outer London borough offering the very best of town and country. Within its boundaries are award winning parks and open spaces, historic houses and attractive waterways. The River Thames runs along the Borough boundary for 5 miles to the north offering pleasant walks, wildlife and access to water sports and a successful history of waterside industry.

Bexley has some of the most affordable housing in London, good schools and diverse neighbourhoods ranging from the urban to the rural. Bexleyheath is one of South London's most successful and lively town centres and we have a number of small thriving centres. We have easy access to the facilities of central London, to major shopping centres at Bluewater and Lakeside and to the beauty of rural Kent as well as the international rail terminal at Ashford, the Channel Ports and Tunnel.

Some 218,000 people live in the borough, 60% of who are of working age and a sixth are of school age. Around 8% of local people are from minority ethnic communities.

The borough has high levels of resident satisfaction and has been rated as 'excellent' by the Audit Commission, which is the local government watchdog. Bexley is one of only



26 local authorities in England to receive this rating. Bexley's social services and environmental management have also been nationally recognised.

Education in Bexley

The London Borough of Bexley provides a range of lifelong learning opportunities starting from nurseries through to adult education. Educational attainment at GCSE is above the national average in Bexley.

In-Service Education

In-service education and the continuous professional development of the workforce are considered to be a fundamental entitlement in all schools. Teachers and support staff are encouraged to develop existing expertise through both in-house and external courses.

For further information please visit www.bexley.gov.uk/education

Equal Opportunities Statement

It is the policy of LB Bexley, reflected by the Governing Body, that all persons shall have equal opportunity for employment, advancement and training, on the basis of their ability, qualifications and fitness for the work according with the Council's policies in these areas. There must be no discrimination towards or against a person, whether in recruitment, promotion, training or in any other way on the grounds of colour, race, creed, nationality, ethnic or national origin, sex or marital status.

Employment of Disabled People

It is the policy of the LB Bexley, again reflected by the Governing Body, to provide employment opportunities for disabled persons that are superior to any statutory requirements. In particular:

A. The Authority and Governing Body will give full and fair consideration to disabled people applying for employment. Special attention will be given to their particular aptitudes and abilities in respect of the position applied for.

B. Employees who become disabled whilst in service will be enabled to continue working as long as their work is satisfactory. If, however, their disability prevents them from carrying out the work for which they were employed, every effort will be made to



find suitable alternative employment within the Authority, taking into consideration the medical circumstances and ability of the employee; appropriate training will also be considered.

C. Disabled employees will be given full consideration for training, career development and promotion in the same way as non-disabled employees, in accordance with the conditions of service.

Your application

It is important that you complete all sections of the form and that you provide full information in each section. Your application form may be submitted by email or on the paper form, which should be completed in black ink. You are asked to tabulate your experience.

Referees must be able to comment authoritatively on your personal and professional competence and must include your current employers or their authorised representative.

Reference is made on the application form that you must disclose whether you are related to any senior officer in the London Borough of Bexley Council's service or to an elected or co-opted member of the Governing Body. Canvassing for appointment disqualifies.

Visits to the school are essential. Please email Mrs Suzanna Pearce recruitment@longlands.bexley.sch.uk to arrange an appointment.

The closing date for receipt of applications is noon on Friday 24th February 2023
Interviews are expected to be held on Wednesday 1st March.

The recruitment process

If you are shortlisted for interview, you will receive communication from us inviting you to attend an interview. You will be asked to bring proof of relevant qualifications, identity and right to work in the UK. We will write out to referees at this stage requesting these are returned before the interview date.

If you are offered the post, we will ask you to complete an online application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service.



We will also check:

- Whether you are barred from working with children in regulated activity, where relevant. It is a criminal offence for someone who appears on the Children's Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
- That you are medically fit to undertake the role.
- You are legally entitled to work in the UK
- We will carry out an online search as part of our due diligence on any shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with an applicant at interview. This information will be kept on file for 6 months, in line with data protection procedures.

False Information: Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

We reserve the right to close this position early should a suitable candidate be found therefore early application is advised



Longlands Primary School

Job Description

School Business Manager

Main purpose of the role:

1. The Business Manager is the school's leading support staff professional and works as part of the Senior Management Team to assist the Head Teacher in their duty to ensure that the school meets its educational aims.
2. The Business Manager is responsible for providing professional leadership and management of school support staff in partnership with the staff team to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The Business Manager promotes the highest standard of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the schools learning objectives.
4. The Business Manager is responsible for the Final Resource Management /Facility and Property Management / Health and Safety management of the School.
5. The Business Manager will ensure that all aspects of human resource management, reception, parent/carers liaison, multi-agency liaison and student business and school events are coordinated providing a seamless, effective service.

Main Duties and Responsibilities:

Leadership and Strategy

1. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors sub-committee meetings.
2. Negotiate and influence strategic decision making with the school's Senior Management Team.
3. To lead and manage school support staff (by negotiation) including performance management.

Financial Resource Management

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
2. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
3. To manage the school Voluntary Fund and the School's financial accounts.
4. To liaise with the school fundraiser and the Foundation trustees as and when required.
5. Use the agreed budget to actively monitor and control performances to achieve value for money.
6. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
7. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.



8. To supervise the ongoing budgetary information provide to relevant people.
9. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
10. Maintain a strategic financial plan that will include the trends and requirements of the school development plan and will forecast future year budgets.
11. Identify additional finance required to fund the schools proposed activities.
12. Seek and make sure of specialist financial expertise.
13. Manage school lettings if required.
14. To write bids and maximise funding streams.
15. Present timely and fully costed proposals, recommendations or ids.
16. Monitor the effectiveness and implementation of leasing agreements.
17. Maintain and inventory of school resources and write off as required.

Administration Management

1. Manage the whole school administrative function and lead all support staff.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
3. Manage systems and link processes that interact across the school to form complete systems.
4. Establish and use effective methods to review and improve administrative systems.
5. Define responsibilities, information and support for staff and other stakeholders.
6. Develop process measures that are affordable and that will enable value for money decision for those management resources.
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
8. Benchmark systems and information to assess trends and make appropriate recommendations.
9. Supervise the preparation of information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.
10. Undertake reception and front of house duties according to the rota.

Facility and Property Management – undertaking the roles of management, co-ordination, monitoring and evaluating.

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
2. Ensure the safe maintenance and security operation of all school premises.
3. Manage the maintenance of the schools site including the purchase and repair of all furniture and fittings.
4. Ensure the continuing availability utilities, site services and equipment.



5. Follow sound practices in estate management and grounds maintenance.
6. Monitor, assess and review contractual obligations for outsourced school services.
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
8. Ensure ancillary services e.g. catering, cleaning etc, are monitored and managed effectively.
9. Manage the letting of school premises to external organisation is required.
10. Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health and Safety – undertaking the roles of leading, co-ordinating, monitoring, evaluating

1. Act as the schools Health and Safety co-ordinator and Fire Officer.
2. Ensure the schools written health and safety policy statement is clearly communicated and available to all people.
3. Ensure the health and safety policy is implemented all times, put into practice and is subject to review and assessment at regular intervals or as situation change.
4. Enable regular consultation with people on health and safety issues.
5. Ensure systems are in place to enable the identification of hazards and risk assessments including fire safety.
6. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate and Health and Safety Executive.
7. Ensure the maximum level of security consistent with the ethos of the school.
8. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.



School Business Manager Personal Specification

Criteria	Qualities	Essenti al/Desir able
Qualifications and training	<i>A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</i>	D
	<i>A school business management qualification or a commitment to pursuing such qualification</i>	D
	<i>First Aid at Work qualification</i>	D
	<i>GDPR training</i>	D
Experience	<i>Successful leadership and management experience in a school, or in a relevant field outside education</i>	E
	<i>Involvement in school self-evaluation and improvement planning</i>	E
	<i>Line management experience</i>	E
	<i>Contributing to staff development</i>	D
	<i>Working with children or young people</i>	D
	<i>A working knowledge of GDPR practices</i>	
Skills and knowledge	<i>Knowledge of financial management</i>	D
	<i>Excellent attention to detail</i>	E
	<i>Previous use of financial management systems e.g. FMS</i>	D
	<i>Effective communication and interpersonal skills</i>	E
	<i>Ability to communicate a vision and inspire others</i>	E
	<i>Ability to build effective working relationships with staff and other stakeholders</i>	E
	<i>Understanding of data protection and confidentiality</i>	E



Personal qualities	<i>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</i>	<i>E</i>
	<i>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</i>	<i>E</i>
	<i>Ability to work under pressure and prioritise effectively</i>	<i>E</i>
	<i>Commitment to maintaining confidentiality at all times</i>	<i>E</i>
	<i>Commitment to safeguarding and equality</i>	<i>E</i>
	<i>Embraces change well</i>	<i>E</i>
	<i>Deals with difficult situations effectively</i>	<i>E</i>